



# Training Center

## FACILITY USAGE CHECKLIST

The Hobbs Schools Training Center checklist was developed to assist customers when scheduling trainings, lectures, panel discussions, workshops, meetings, conferences, etc. Not all items on the checklist will be relevant to every function.

Questions pertaining to the Checklist or requests for assistance should be directed to HMS Operations at **575-433-00100** or [stricklandg@hobbsschools.net](mailto:stricklandg@hobbsschools.net)

### Type of Event:

<input type="checkbox"/> Theatrical Performance	<input type="checkbox"/> Meeting	<input type="checkbox"/> Lecture	<input type="checkbox"/> Company Training	<input type="checkbox"/> Workshop
<input type="checkbox"/> Video Conference	<input type="checkbox"/> Concert	<input type="checkbox"/> Conference	<input type="checkbox"/> Computer Training	<input type="checkbox"/> Panel Discussion

### Contact Information:

Contact Person will be the single point of contact for event. Facility Coordinator and Contact Person will communicate to regarding any and all questions/concerns

**Name/Title:**

**Address:**

**Phone Number:**

**Fax Number:**

**Cell Phone Number:**

**Email:**

**Hobbs Municipal School Training Center**  
**2110 East Sanger Street**  
**Hobbs, NM 88240 Phone: 575-433-0247 FAX: 575-433-0140**

**Scheduling Information:**

- Number of: Tables:
- Number of Chairs:
- Podium
- Flip Chart: How Many \_\_\_\_\_
- Easels: How Many \_\_\_\_\_
- Flip Chart Markers
- Additional Trash Receptacles: How Many \_\_\_\_\_
- Flags: (Circle) •United States •New Mexico

**AV Needs:**

- Laptop
- Projection Set up
- Projector
- Sound System
- Projection Screen
- Microphones for Panel
- Document Camera
- Power/Extension Cord
- Computer Speakers
- Phone Companies will be charged for long distance calls.
- Computer Mouse
- Microphone: (Circle) •Handheld •Wireless •Lapel

***Rectangle Tables Available.***

***Includes Laptop, Projector, Screen, DVD  
Capability, Document Camera, And Sound System.***

**Dining Services:**

Contact the Hobbs Municipal Schools Nutritional Services at (575) 433-0220.

**Type of Catering:**

Check all that apply.

- Breakfast
- Lunch
- Break Snacks